Updating Personal Information

Step	Action
1.	Open an Internet session from any browser. In the address line type **employee.cabq.gov**. You can also get there by going to the City's Employee website at **eweb.cabq.gov**. Once there, you can click on the **Employee Self Service** link in the top left corner. This will take you to the login screen for PeopleSoft.
2.	When the login page appears, sign into PeopleSoft by entering your **User ID** and **Password**. Call the Help Desk at **768-2930** if your password has expired.
3.	Click on **Personal Information Summary** Review a summary of your personal information. in the ESS section of the PeopleSoft Home Page
4.	Click on **Change Home/Mailing Addresses**
5.	Click on **Edit** (pencil icon) at the end of the address you need to change.
6.	You may also add or **Change Phone Numbers** (such as adding your personal mobile number.)
7.	You may **Change Emergency Contacts**
8.	You may add or **Change Email Addresses** (such as adding your personal email especially if you don't have a cabq.gov email address.)
9.	Be sure you click **Save** at the bottom of the screen after each change.